

**The Arc of Tippecanoe County**  
**Job Description**  
**Social Program/Special Event Assistant**

---

Position: Social Program/Special Event Assistant  
Status: Hourly, Non-Exempt, Part Time 20 hours Monthly  
Reports to: Executive Director

**Job Summary:**

- Responsible for assisting Executive Director, Board Members and Committee Volunteers with coordinating, scheduling, data collection and other duties as directed at Arc of Tippecanoe County Social Programs which may include Adult Recreation, Super Star Social Club and SPARKS on the Go as well as Special Events including Arc in the Park, The Blue Jean Ball and other fundraising events.
- Ensure safety of Arc Members and Volunteers at social events through awareness and implementation of Arc of Tippecanoe County Policies and Procedures.
- Ensuring the Mission of The Arc of Tippecanoe County-Empowering individuals with intellectual and developmental disabilities to live a meaningful life by acting as the local point of entry for advocacy, education and social opportunities- is carried out.

**Primary Duties and Responsibilities:**

1. Meet monthly with the Executive Director to discuss upcoming events and participate in planning of events.
2. Attend social events and fundraising events as agreed upon with Executive Director.
3. Interact with Arc Members, Board of Directors, Volunteers and Community in a positive manner representing the Mission of the Arc.
4. Have a working knowledge of registration process, financial policies and member behavior policies at social events.
5. Supervising and assigning tasks and responsibilities to volunteers to ensure that rules, policies and procedures are followed and programs/events run smoothly.
6. Assist Executive Director with providing public awareness or education events in the community as directed.
7. The ability to take direction from various individuals within the organization including Executive Director, Board of Directors and Committee Volunteers.
8. Complete annotated timesheets (notated daily tasks) and submit by timelines to executive director.
9. Must have transportation to various events independently (ex: personal vehicle or public transportation).
10. Other duties as assigned to promote the mission of The Arc of Tippecanoe County.